

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE MANUAL 10-206**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**14 August 1998**

**Operations**

**OPERATIONAL REPORTING**

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This supplement implements and extends the guidance of Air Force Manual (AFMAN) 10-206, 15 June 1997. The AFMAN is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic manual. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

**This revision updates telephone numbers, office designations and AUTODIN addresses, adds procedures for NORAD notification for applicable units, adds the requirement to log and maintain reports by type, and changes AFRES to AFRC throughout. A \* indicates revisions from previous edition.**

3.3.10.1. (Added) Off DZ Airdrop Incident Reporting. An Off DZ Airdrop incident is identified as an OPREP-3 BEELINE (OPREP-3B) reportable incident when criteria contained in AFMAN 10-206 are met.

3.3.10.1.1. (Added) Submit a record copy BEELINE report not later than 0700Z following the OFF DZ Airdrop.

3.3.10.2. (Added) Attachment 3 contains specific reporting requirements for Off DZ Airdrops.

3.3.10.3. (Added) Later investigation of Off DZ Airdrop incidents may be necessary to determine all the facts; timely collection and reporting of the facts (prior to the crew entering rest, if possible) is critical.

3.3.10.4. (Added) When BEELINE criteria is met, submit an additional detailed report of Off DZ Airdrop incidents within seven calendar days.

3.3.10.5. (Added) Hurricane Evacuation (HURREVAC). AFMAN 10-206, table 3.1, rule 11b requires three OPREP-3 BEELINE reports for aircraft evacuation:

3.3.10.5.1. (Added) When hurricane/typhoon condition is declared.

3.3.10.5.2. (Added) Evacuation stage set (planned or actual) to include evacuation/hangaring plan for all assigned, deployed, or transient aircraft.

3.3.10.5.3. (Added) Return to home base.

3.3.10.5.4. (Added) Units contact AFRC Air Operations Branch through the Command Center for HUR-REVAC airlift support requests. AFRC Command Center and AFRC/DOOM (airlift scheduling) have the capability to provide airlift redeployment assistance to AFRC flying units when requested. Use the guidance provided in the basic reporting manual to indicate what type support is needed.

3.3.11. Air Force Reserve Command OPREP-3 HOMELINE report requirements and procedures are as follows:

3.3.11.1. (Added) Subject and Purpose. Provides specific reporting instructions, report content, and sample reports for the OPREP-3 HOMELINE.

3.3.11.2. (Added) Use the flagword HOMELINE to identify events or incidents of interest only to HQ AFRC.

3.3.11.3. (Added) The report is submitted through, and normally remains within, Air Force Reserve Command channels; however, other addresses outside AFRC channels may be added as appropriate.

3.3.11.4. (Added) Reporting an incident that seemed significant at the time but later is deemed insignificant will not be criticized. When the event/incident is subsequently determined as not OPREP-3 reportable, make appropriate upchannel notification.

3.3.11.5. (Added) Submit HOMELINE reports to the AFRC Command Center (HQ AFRC/DOCC). Initiate HOMELINE reports as soon as the event or incident becomes known. Do not delay the report to gain additional information.

3.3.11.6. Precedence. Use IMMEDIATE precedence for voice and record reports; however, FLASH may be used if the situation warrants. Submit HOMELINES by the most rapid means available which provides the necessary security protection.

3.3.11.7. (Added) Submit voice reports to:

3.3.11.7.1. (Added) AFRC Command Center, DSN 497-0680 or 431-3921, commercial (912) 327-0680, or WATS 1-800-223-1784, extension 7-0680. NOTE: AFRC Command Center initiates the voice report to the gaining MAJCOM (as appropriate).

3.3.11.7.2. (Added) Wing and NAF (as applicable).

3.3.11.7.3. (Added) (AFRC) For 452AMW and 482FW, ensure NORAD includes AFRC Command Center in the conference.

3.3.11.8. (Added) Submit record reports to:

3.3.11.8.1. (Added) Action: HQ AFRC COMMAND CENTER ROBINS AFB GA//DOCC//.

3.3.11.8.2. (Added) Info: NAF/DO/DOOC, Parent Wing/DO/DOC, gaining MAJCOM/DO/DOC (for aircraft related incidents only), others as appropriate.

3.3.11.8.3. (Added) For AFRC OPREP-3 HOMELINES only: Units will NOT address HQ USAF/REO on the record report. HQ AFRC/DOCC notifies HQ USAF/REO via other channels.

3.3.11.9. (Added) Sample Reports:

3.3.11.9.1. (Added) Voice Reports. See attachment 4 of this supplement.

3.3.11.9.2. (Added) Record Reports. Follow reporting guidance provided in AFP 102-2, volume I, *Joint User Handbook for Message Text Formats (JUH-MTF)*, and AFMAN 10-206, *Operational Reporting*.

3.3.11.9.3. (Added) Before mobilization, OPREP-3 BEELINE and PINNACLE include information addressees HQ USAF/REO, HQ AFRC/DOCC, appropriate NAF/DO/DOOC, parent wing/DOC, and gaining command/advisory unit/DO/DOC. Post mobilization, AFRC-retained units continue to address HQ USAF/REO, HQ AFRC/DOCC, appropriate NAF/DO/DOOC, and parent wing/DOC.

3.4. Use attachment 5 to assist in determining HOMELINE reportable events/incidents.

3.5.1. (Added) Commanders of AFRC host wings and associate units ensure immediate submission of OPREP-3 reports for all significant events/incidents, actual or probable, of a military or political nature which involve or may involve any AFRC activity or personnel.

3.5.2. (Added) AFRC units tenanted on bases of other commands ensure AFRC-unique operational reporting requirements are specifically identified to the host through AFI 25-501 or other local agreements. This agreement allows submission of reports, to include AFRC-unique reports, through host command and control channels. The senior commander of AFRC units tenanted on bases of other commands furnishes the host commander details of the event/incident for inclusion in the host commander's OPREP-3 report. This information is also relayed immediately to the AFRC Command Center. Advise the AFRC Command Center whether or not the base command post is providing upchannel reporting.

3.5.3. (Added) Units with a command and control element or operations section instead of an established command post upchannel all reports directly to the AFRC Command Center, which then conferences all other necessary command echelons. Initial reporting is via voice followed by record copy within one hour.

3.5.4. (Added) Supplement initial reports as additional information becomes available. Dispose of reports according to AFI 37-139, *Records Disposition Schedule*.

3.6.1. Submit all OPREP-3 HOMELINE, BEELINE, and PINNACLE voice reports through HQ AFRC Command Center, DSN 431-3921 or 497-0680. The AFRC Command Center conferences NMCC, AFOSC, and other MAJCOMS, as required. In the event AFRC Command Center is communication-out, units voice their BEELINE and PINNACLE reports directly to AFOC, DSN 227-6103, commercial (703) 697-6103, or NMCC, DSN 227-6340, commercial (703) 697-6103, as appropriate. Units telephonically back-brief NAFs and wings as soon as possible.

3.10.3. (Added) In many cases, the HOMELINE report is followed by reports required in other directives. The submission of a HOMELINE does not substitute for or change reports required by other directives. Submit the HOMELINE regardless of whether the event/incident has been or will be reported through other channels.

3.13. (Added) Logging Reports. Maintain a separate log and file for each type OPREP-3 submitted for each calendar year.

13.1.1.1. (Added) The Air Force National Security Emergency Preparedness (AFNSEP) Division, Ft McPherson, GA, issues USAF mission designators to authorize Civil Air Patrol and validate USAF unit assistance to civil agencies during natural or man-made disasters. USAF mission designators are assigned consecutively at the start of each fiscal year. For example, the first mission designator in FY94 would be

MD-1-94, the second would be MD-2-94, etc. The first in FY95 would be MD-1-95. During duty hours the AFNSEP Division can be contacted at DSN 367-4342/commercial 404-464-4342. After duty hours, those requesting mission designators should contact the Forces Command watch officer who patches the caller through to the AFNSEP duty officer.

**Attachment 3**

**(ADDED) OPREP-3 BEELINE OFF DROP ZONE INFORMATIONAL REQUIREMENTS**

- a. DATE/TIME of the drop.
- b. Involved units (flying, supporting, and unit dropped). Include name of exercise or operation, if applicable.
- c. Name, location (coordinates), dimension of DZ, and location of point of impact.
- d. Number and type of aircraft involved (indicate where in formation OFF DZ aircraft was flying).
- e. Drop procedures used (for example, Visual, SKE, AWADS, HALO, CDS, HVY EQ, etc.), Drop Altitude (AGL), type of chute, and if Jump-Master-Directed.
- f. Weather (winds, at altitude and surface, ceiling, visibility, special conditions, as applicable).
- g. Number of total jumper/platforms: (1) OFF-DZ; (2) on OFF-DZ aircraft; (3) in formation.
- h. Injuries.
- i. Damage to dropped equipment.
- j. Collateral damage.
- k. Run-in heading and jumper/load landing location in relation to the PI, the DZ and to the Reservation (for example, 900 yds at 3 o'clock from the PI, 200 yds off the DZ, on the Reservation).
- l. Reason for the OFF-DZ Airdrop.
- m. Narrative of event sequence.
- n. Name and phone number of POC.

**Attachment 4****(ADDED) OPREP-3 HOMELINE VOICE TEMPLATE**

**This is (rank and name) from (location) with an OPREP-3 HOMELINE REPORT**

***NOTE:***

When report is an exercise report, include the word "exercise."

**SUBJECT:**

**IMMEDIATE PRECEDENCE**

Classification of this report is: TOP SECRET SECRET CONFIDENTIAL UNCLASSIFIED (Circle One)

Line 1. (REPORT NUMBER) (Report number assigned to this report.)

Line 2. (INCIDENT) (Type of incident, DTG of incident, time of report, and location of incident.)

Line 3. (NARRATIVE) (State if report is FINAL or if there will be follow-on reporting.)

**Attachment 5****(ADDED) OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS LIST**

Situations listed below are causes for OPREP-3 HOMELINE reports to be submitted. This list is included as a broad guideline. Whenever an incident occurs that may be of interest to the AFRC commander, and it is not covered in this listing, contact the AFRC Command Center for guidance.

- (1) Any incident that falls within the broad guidelines established by AFMAN 10-206, *Operational Reporting*, but does not quite fit that criteria and the unit commander wishes to submit a report.
- (2) Situations or incidents involving DV (code 6 or higher) that could be embarrassing to the command.
- (3) Significant information not reportable elsewhere that the unit commander feels the AFRC commander should know. Report any incident that may involve potential news coverage.
- (4) A ground mishap that causes a fatality or serious injury of a military or civilian member of AFRC or an individual of any unit or command where AFRC is host, or damage to military property in excess of \$5,000 up to \$10,000.
- (5) Fires which cause serious personal injuries or damage/loss to military facilities or equipment in excess of \$5,000 up to \$10,000.
- (6) All mishaps, ground or in-flight, involving AFRC-controlled aircraft, aero club aircraft, or aircraft transiting AFRC bases that cause serious personal injury or damage to civilian or military property and do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE.
- (7) Off drop-zone/station/reservation drops.

**NOTE:**

Incidents that may result in unusual interest by news media require OPREP-3 BEELINE or PINNACLE reporting.

- (8) Dropped object or cargo jettisoning. An object dropped from an AFRC aircraft that may cause property damage, or local interest, and is not BEELINE reporting.
- (9) Theft of government property valued in excess of \$5,000 up to \$10,000.
- (10) Loss or theft of firearms or ammunition under control of AFRC or any unit or command where AFRC is host.
- (11) Drug and alcohol abuse incidents which, in the judgment of the commander, may result in adverse media coverage or significant mission impact and do not meet OPREP-3 BEELINE reporting criteria. NOTE: Names/SSANS of individuals committing, charged with, victimized by, or otherwise involved in drug abuse crimes will not be included in either voice or record copy OPREP-3 reports. Identification, when needed, will be limited to broad categories such as active duty/reserve/airman/NCO/officer/dependent, etc.
- (12) A human relations incident, "minor" or "serious," as defined in AFD 36-27, Social Actions Program. NOTE: A human relations incident, as defined in AFD 36-27, is an overt damaging act directed toward an individual, a group, or an institution that appears to be motivated by age, color, national origin, ethnic group, religion, or sex.

- (13) Sex crimes, robberies, arson, or malicious acts resulting in damage to Air Force property, potential incidents or demonstrations, and other incidents/encounters that might be of interest to the AFRC Commander and do not meet the reporting criteria of OPREP-3 PINNACLE/BEELINE.
- (14) Commercial power outage that causes a complete work stoppage or significant slowdown in production.
- (15) Unscheduled computer outages or shutdowns that have a significant impact on production.
- (16) Any loss, theft, or spillage of chemical or biological elements or agents that could affect human health, threaten to damage or endanger any location or facility, or threaten to contaminate the environment and does not meet the reporting criteria of OPREP-3 PINNACLE/BEELINE.

**NOTE:**

All AFRC units are directed to submit an AFRC OPREP-3 HOMELINE report any time a Notice Of Warning (NOW), a Violation, or any environmental adverse actions are received from OSHA/EPA. THE REPORT WILL BE SUBMITTED WITHOUT DELAY.

- (17) Bomb threats resulting in significant work stoppage or degradation of an operational mission, or multiple threats occurring within a short period of time. In the case of Multiple threats, a consolidated report may be submitted. NOTE: When an explosive device is found and (or) an explosion occurs, submit an OPREP-3 BEELINE.
- (18) Potential or actual work stoppage or strikes involving on-base civilian contractors. NOTE: Strikes against or on AFRC bases that may cause national news coverage will be reported as OPREP-3 PINNACLE.
- (19) Birdstrike/lightning strike which results in any damage to aircraft or any injury to aircrew.
- (20) FORCED or PRECAUTIONARY landings requiring aircraft to remain off-base overnight and forced or precautionary landings on civilian property where no pre-arranged landing rights exists. (Landings at pre-surveyed remote helicopter landing areas do not require reports unless the aircraft remains overnight or meets other criteria such as requiring a safety report.) Landings involving property damage are OPREP-3 reportable.
- (21) All FORCED or PRECAUTIONARY landings with DV personnel aboard.
- (22) Report all violations of the Law of Armed Conflict (LOAC). Include source of report (name, rank, unit, and phone number); nature of violation (date, time, and place of violation); country of forces allegedly violating the LOAC; and identity of U.S. or enemy units (if known) in the area.

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